



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

JUVENILE FORENSIC SERVICES MANAGER

Class No. 04119

■ CLASSIFICATION PURPOSE

Under general direction, to plan, supervise, and manage the activities of a juvenile forensic evaluation unit or the therapeutic services provided to juveniles in detention facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Juvenile Forensic Services Manager is a management class found only in the Health and Human Services Agency (HHS), and reports to the Chief, Child and Adolescent Services. Incumbents serve as expert witnesses, testify and make recommendations to the Court. This class differs from Mental Health Program Manager in that this class is responsible for court ordered evaluations and works exclusively with detained juveniles. This class differs from Senior Clinical Psychologist in that it has managerial and administrative responsibility for a unit that provides evaluations, recommendations and therapy to juveniles in lock or detention settings.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Manages, supervises, evaluates and coordinates the activities of a unit of mental health professionals providing court ordered evaluations and recommendations on detained juveniles.
2. Monitors and maintains records and reports of services delivered.
3. Evaluates mental status and psychosocial status of individuals as requested by Superior or Juvenile Court.
4. Testifies in court regarding psychological evaluations of juveniles.
5. Reviews program for quality of service, adherence to Federal, State, and local laws, and maintenance of charts and records.
6. Develops appropriate clinical and administrative policies and procedures for unit.
7. Interviews, hires, supervises and trains professional staff.
8. Defines program issues and implements changes to unit.
9. Coordinates activities with law enforcement agencies, State hospitals, Courts, Probation and Social Services Departments, educational institutions and other county mental health services.
10. Provides training and consultation to other agencies or groups in area of expertise.
11. Participates on task forces and attends meetings in the community with other mental health professionals.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Treatment and discharge planning in a detention or dispositional institution.
- Federal, State, and local laws governing forensic mental health services.

- Patient's rights.
- Current mental health theory and practices related to forensic evaluations and treatment.
- Theory and practice of individual and group psychotherapy.
- Psychotropic drugs and their manifestations.
- Community mental health services and interagency coordination practices.
- Budgeting and administrative practices.
- Principles of effective personnel management.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with staff, clients, families, and other agencies.
- Evaluate and assess juveniles or clients in a forensic setting.
- Interact with others and work professionally in a team setting.
- Coordinate resources and staff to accomplish goals set.
- Establish and maintain work quality standards throughout the unit.
- Supervise, train and evaluate staff.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: meets the standards established by the Juvenile Court for inclusion on the list of Court-Approved Evaluators and Therapists and has clinical/administrative experience in a forensic or correctional setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copies. Occasional: walking, standing, bending and twisting of neck, simple grasping, reaching above and below shoulder level, and lifting and carrying items weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Applicants must be licensed by the State of California as a Psychologist or Psychiatrist.

Psychologists from outside the State whose experience is sufficient to gain admission to a licensing examination will have one year from the date of their employment in California to become licensed, at which time licensure must have been obtained or employment shall be terminated, provided that the employee will take the licensure examination at the earliest possible date after the date of his/her employment. If the employee does not pass the examination at that time, he/she will have a second opportunity to pass the examination subject to the one-year limit. Psychiatrists must possess a current California license at the time of hire.

Working Conditions

Office environment; exposure to computer screens; contact with severely disturbed and potentially violent psychiatric patients and individuals with a history of chronic mental illness and mental retardation as a dual diagnosis

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 11, 1990
Reviewed: Spring 2003,
Revised: June 12, 2004
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